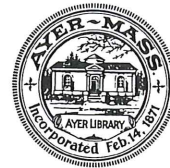


Town of Ayer

Treasurer/Tax Collectors Office



1 Main Street – Ayer, Massachusetts - 01432
Barbara Tierney, Treasurer/Tax Collector
Christina Roberts, Assistant Tax Collector

Tel: (978) 772-8209
Fax: (978) 772-3017

Memorandum

Date: December 20, 2020

To: Town Manager Robert Pontbriand

From: Barbara Tierney

Subject: Monthly Report – November

Following is a bullet listing of the activities for the Treasurer/Tax Collectors office.

- Working on the reconciliation of the month of October. Will be complete first week December.
- Real Estate, Personal Property and Motor Vehicle Commitment 5, Tax collections for 11/2/2020 due date.
- Motor Vehicle Commitment 6 – prepared and being mailed 12/3/2020 with a 1/4/2021 due date
- Preparing for Next Steps for Collection of Commitment 4 and Commitment 5
- Continue to Monitor Tax collections.
- Continue to Monitor the change in online payments versus this time prior year.
- Researched delinquent Real Estate Taxes and sent initial collection letters to those with small balances, missed or late payments and those caused by Water/Sewer Lien. Due date is 12/18/2020.
- Intent to Take letters and Notice of Advertising letters have been prepared and will be mailed 01/08/2021.

Sincerely,

Barbara M Tierney
Treasurer/Tax Collector